12 November 1969

INSTRUCTIONS FOR CODING LANGUAGE REQUIREMENTS
ON FORM 1023 - COMPUTER INPUT

Item No.	Item Name on Form 1023	Coding Instructions
1	Identification	Code the letter "S"
2	Control No.	The appropriate number to reflect the entry in its proper place as indicated by the Form 261. Language requirements for the component will appear after the component header and precede the first position for that component. Language requirements for the position will precede the position having the language requirement.
3	Effective Date	Use current coding instructions
4	Headquarters	Use current coding instructions
5	Type of Change	Use current coding instructions
6	Type of Header	Do not code
7	Organizational Unit	Do not code
8	Totals	Do not code
9	Position Title	Enter the clear text language, must be preceded with two (2) asterisks. Enter "**MIN. REQUIREMENT" for the minimum requirement entry.
10	Schedule	Enter the language proficiency codes for reading, writing, and speaking. 1st character indicates reading 2nd character indicates writing 3rd character indicates speaking UNDERSTANDING The only permissable characters are H, I, N, E, S

11	Occupational Series	Enter the language code in the first four (4)
		1st character is a "B" 2nd character is a letter 3 & 4 character is numeric 5,6,7 characters leave blank
12	Grade	Enter the type of requirement and the number required.
		1st character can be the letter "G" or "S" 2nd & 3rd character is the number required. 3 would be entered as $\emptyset$3. 4 & 5 characters leave blank
13	SG or OO	Do not code
14	Planned Incumbency	Do not code
15	Position No.	Enter position number as shown on Form 261. Must be the same position number as the position it precedes.
16	Current Author-ization	Do not code
17	SD	Do not code

SPECIAL INSTRUCTIONS FOR THE MINIMUM REQUIREMENT:

- The minimum requirement count <u>must</u> be present for each component having a language requirement.

- It <u>must</u> be the last entry for the component language requirements.

- Code Items 1 thru 8 as described above.

- Code Item #9 with "**MIN. REQUIREMENT"

- Leave Item 10 and 11 blank

- Code Item #12 -- 1st character blank
             2nd & 3rd character with language requirement
             4th & 5th characters blank

- Leave items 13, 14, 15, 16, & 17 blank.

STAFFING COMPLEMENT CHANGE NOTICE CODING SHEET

FAA ITEMS

IDENTIFICATION		CONTROL NO.			EFFECTIVE DATE			HDQTRS.	TYPE OF CHANGE	
P-POSITION S-SPECIAL H-HEADER	OFFICE CODE	DIVISION CODE	SEQUENCE NO.		MO.	DAY	YEAR	1-DEPT 2-US FLD 3-FRGN	6-REORGAN. 7-DELETE CONT. NO. 8-RETAIN CONT. NO. 9-NEW CONT. NO.	

HEADER INFO

6. TYPE OF HEADER	7. ORGANIZATIONAL UNIT	

7. CONTINUED ORGANIZATIONAL UNIT	8. TOTALS (Manual)

DISPOSITION INFO

9. POSITION TITLE	10. SCHEDULE PROF. R. W. S.	11. OCCUPATIONAL SERIES
** ** *LANGUAGE TEXT*		*LANG. CODE*

33

12. REQ NO.	13. GRADE	14. SG or DD	15. PLANNED INCUMBENCY	16. POSITION (Slot) NO. *POSITION NO.*	17. CURRENT AUTHORIZATION	SD	

SECRET
(When Filled In)

Contents Fields to BE added f. L.D.P.

STAFFING COMPLEMENT CHANGE NOTICE CODING SHEET

IDENTIFICATION P-POSITION S-SPECIAL H-HEADER	CONTROL NO.			EFFECTIVE DATE			HDQTRS. 1-DEPT 2-US FLD 3-FRGN	TYPE OF CHANGE 6-REORGAN. 7-DELETE CONT. NO. 8-RETAIN CONT. NO. 9-NEW CONT. NO.
	OFFICE CODE	DIVISION CODE	SEQUENCE NO.	MO.	DAY	YEAR		
S	85	29	0005995	07	18	69	1	9

5. TYPE OF HEADER	7. ORGANIZATIONAL UNIT																												

7. CONTINUED ORGANIZATIONAL UNIT																							8. TOTALS (Manual)

9. POSITION TITLE **MIN. REQUIREMENT (LANGUAGE TEXT)	10. SCHEDULE PROF. R.W.S.	11. OCCUPATIONAL SERIES LANG. CODE

GRADE 06	13. SG OR OO	14. PLANNED INCUMBENCY	POSITION (Slot) NO.	16. CURRENT AUTHORIZATION	17. SD	

FORM 1023
SECRET

STAFFING COMPLEMENT CHANGE NOTICE CODING SHEET

1. IDENTIFICATION		2. CONTROL NO.			3. EFFECTIVE DATE			4. HDQTRS.	5. TYPE OF CHANGE	
P-POSITION S-SPECIAL H-HEADER		OFFICE CODE	DIVISION CODE	SEQUENCE NO.	MO.	DAY	YEAR	1-DEPT 2-US FLD 3-FRGN	6-REORGAN. 7-DELETE CONT. NO. 8-RETAIN CONT. NO. 9-NEW CONT. NO.	
< • S		• 85290		005995	• 07	18	69	• 1	• 9	

6. TYPE OF HEADER		7. ORGANIZATIONAL UNIT																											
•	•																												

7. CONTINUED ORGANIZATIONAL UNIT																								8. TOTALS (Manual)	
																								•	

9. POSITION TITLE		10. SCHEDULE PROF. R. W. S.	11. OCCUPATIONAL SERIES LANG. CODE
✗ ✗ LANGUAGE TEXT ⑭			
• ✗✗ CHINESE, TAIPING		• EEE	• SE 14 33

12. GRADE		13. SG or OO	14. PLANNED INCUMBENCY	15. POSITION (Slot) NO.	16. CURRENT AUTHORIZATION	17. SD	
REQ. No.				POSITION No.			
• S 02		•	•	• 0426	•	•	>

Instructions for Entering Language Requirements
on Form No. 261 - Staffing Complement Change Authorization

1. There are two types of entries required for those components having language requirements:

   a) The component 'recap'; where component is the lowest organizational unit (Division, Branch, Section, Unit, etc.) having a language requirement, and

   b) The position that has either a specific language requirement or a general language requirement.

2. Language requirements for the component will be shown after the component header and will precede the first position for that component.

3. Language requirements for the position will precede the position having the language requirement.

4. The component 'recap' will be terminated by a minimum requirement entry and the number of required languages.

   Ex.   **MIN. REQUIREMENT   06

5. All entries pertaining to language (component recap or positions) will be preceded by two asterisks (**).

SECRET
(When Filled In)

OFFICE OR STAFF					OFFICE CODE NO.	APPROVAL DATE	CONTROL NUMBER			
OFFICE OF COMPUTER SERVICES								PAGE	OF	PAGES

DELETIONS				ADDITIONS					
ORGANIZATIONAL UNIT AND POSITION TITLE	GRADE	POSITION CONTROL AND NUMBER	SD	ORGANIZATIONAL UNIT AND POSITION TITLE	OCCUPATIONAL CODE AND GRADE	POSITION CONTROL AND NUMBER	SD	POSITION STATUS	MANS CODE
				OFFICE OF COMPUTER SERVICES					
				DEPARTMENTAL					
				MANAGEMENT SUPPORT DIVISION					
			Component 'Recap'	** DUTCH	HII BF65 G03				
				** GERMAN, LOW	IIH BF74 G01				
				** TURKISH	II BA51 G04				
				** GREEK, MODERN	H BG06 G02				
				** ITALIAN, LIGURIAN	NNN BL09 S01				
				** SPANISH, ARAGONESE	NII BL19 S03				
			Always Required →	** CHINESE, TAIPING	EEE BE14 S02				
				** MIN. REQUIREMENT	06				
				MANPOWER AND PERSONNEL BRANCH					
			Position Lang. Req.	** CHINESE, TAIPING	EEE BE14 S02	0426			
				**	G	0218			
				** ITALIAN	NNN BL09 S01	0427			

STAFFING COMPLEMENT TOTALS				APPROVAL					
				THE CHANGES LISTED ABOVE ARE HEREBY APPROVED. PLEASE MAKE CHANGES ON OFFICE RECORDS AS NECESSARY.					
				SIGNATURE				TITLE	

STAFFING COMPLEMENT CHANGE AUTHORIZATION

FORM 261
2-65   USE PREVIOUS EDITIONS

SECRET

EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

(4-39)

MEMORANDUM FOR:

This was prepared by PMCD and distributed at Language Development Committee meeting on Monday 16 Feb 1970

_____
(DATE)

FORM NO. 101   REPLACES FORM 10-101
1 AUG 54   WHICH MAY BE USED.   (47)